

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Child Protective Investigator</u> CLASSIFICATION CODE: <u>02825100</u> SALARY RANGE: <u>A26/ 51866-60045</u> REFERENCE POSITION NO.: <u>3315-10000-152</u> Department or Agency Name: <u>DCYF</u> APPLICATION PERIOD: <u>6/19/13 to 6/25/13</u> Division/Section/Unit: <u>Child Protective Services</u> GRACE PERIOD ENDS: <u>6/28/13 by 4:00pm</u> Assignment(s) / Comments: <u>Lateral bidders only, inappropriate bids will not be acknowledged</u> Supervisor: <u>Mary McKee</u> Shift and Days: <u>Tues-Sat:8:00am-4:30pm Sun/Mon off</u> Job Location: <u>Providence, RI</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No _____ Name of Bargaining Unit Union: <u>RIASSE Local 580</u> There is* <u>X</u> is not _____ a Civil Service List for this position * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> <i>The title of the position for which you are applying</i> <i>Name of department where you are currently employed</i> <i>Title of your present position and date you entered it</i> <i>Your business telephone number</i> <i>Date you entered State service</i> <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	DUTIES / RESPONSIBILITIES: This position is responsible for receiving, screening, evaluating, and investigating referrals/complaints relative to alleged child abuse and/or neglect and alleged institutional abuse and/or neglect; to take the necessary measures to ensure the protection of children; and to do related work as required.
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through; possession of a Bachelor's Degree from an accredited institution of higher learning in social work, Social Welfare, Psychology, Sociology, Criminal Justice, Law Enforcement; and Experience: Such as may have been gained through: full-time employment in a private or public agency in the field of human services with experience in providing child protection services to children or participating in child protection-investigations, and/or providing services to children and their families; or investigating experience in the field of law enforcement in areas dealing primarily with juveniles or related activities. Special Requirement: Must have possess and maintain a valid Motor Vehicle Operator's license.
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Ellen L. Moan OHHS Human Resources Service Center Benjamin Rush Building 55 Howard Ave. Cranston, RI 02920 Faxed and e-mailed bids are not accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**